



PEOPLESOFT FINANCE FLUID

Accessing ABA, IDT and CT

Quick Guide

Improve your working style with
PeopleSoft Fluid Upgrade



Accessing ABA, IDT and CT in Fluid

The Transfer (Budget, IDT & CT) tile is located on the Employee Self Service homepage.

Select Employee Self Service on the banner.
Then select the Transfer (Budget, IDT & CT) tile

The screenshot shows the Employee Self Service homepage. At the top, a dark banner contains the text "Employee Self Service" which is circled in red. To the right of the banner are icons for home, search, notifications, and a menu. Below the banner are four white tiles with blue headers and icons: "Procurement" (document with pencil), "Approvals" (document with checkmark and a "4" notification), "UNTS Utilities" (document with wrench and screwdriver), and "Transfers(Budget, IDT, & CT)" (document with circular arrows). The "Transfers(Budget, IDT, & CT)" tile is circled in red.



Accessing ABA, IDT and CT in Fluid

The Transfers (Budget, IDT & CT) page provides tiles to enter or view ABA, IDT & CT based on the access granted to the user:

- Enter ABA, IDT & CT
- View Approved and Pending IDTS
- View Budget Authorization
- View Cost Transfers

The screenshot displays the 'Employee Self Service' interface. The main header is 'Transfers(Budget, IDT, & CT)'. Below the header, there are four tiles:

- ABA IDT CT**: A tile with an icon of a computer monitor and a clipboard with a checklist.
- View Approved and Pending IDTs**: A tile with an icon of a document with a pencil and a checkmark.
- View Budget Authorizations**: A tile with an icon of a document with a checkmark.
- View Cost Transfers**: A tile with an icon of a person at a computer monitor.



Accessing ABA, IDT and CT in Fluid

The ABA, IDT & CT Entry tile provides access to entry forms based on the access granted to the user:

- ABA Form
- IDT Form
- CT Form

< Transfers(Budget, IDT, CT) ABA/IDT/CT ENTRY

ABA/IDT/CT ENTRY

ABA/IDT/CT ENTRY

What is ABA or IDT?

Why should you use an ABA, an Interdepartmental Transaction (IDT) or Cost Transfer(CT)? Each form allows for the correct recording of the requested transaction and ensures that all of the proper approvals are recorded.
THIS DOES NOT INCLUDE TRANSACTIONS ACROSS BUSINESS UNITS, I.E. MOVING FUNDS FROM UNT TO SYS, ETC.

An ABA is used for:	An IDT is used for:
<ol style="list-style-type: none">1. A transfer of funds within the same chartstring but between different D-level budget accounts.2. A transfer of funds using the 7xxxx series transfer codes.3. Budget revenue from a 4xxxx or 6xxxx series account to an A or D-level expense budget account.4. A transfer of funds using A or D-level budget accounts.	<ol style="list-style-type: none">1. A charge of all or part of a specific expense paid by one department and allocated to another department(s) (i.e. an event, copier charges, parking tokens, etc.)2. A charge of a good/service provided by a department for another (i.e. CPR, background checks, rentals, etc.)

Types of IDT:

IDT - INTERDEPARTMENTAL ORDER
This form is to be used for an exchange of goods and/or services between Departments within the same Business Unit within the current fiscal year.
6XXXX and 8XXXX must be a related pair of internal accounts. The pair is dictated by the 6XXXX revenue account.

IDT - ACTUALS TRANSACTION RECLASSIFICATION
This form is to request correction or reclassifications of ACTUAL transactions between Dept. chartstrings within the same Business Unit within the current fiscal year.
Payroll expense reclassifications must be processed on an ePar. Transfers (7XXXX) must be processed on an ABA through the Budget Office.
Sponsored Grant reclassifications must be processed on a "Cost Transfer" for through the Office of Grants & Contracts.

A Cost Transfer is used for:

1. A correction of an expense, in whole or in part, erroneously charged to a Sponsored Project and or Department Account to be appropriately allocated to another Sponsored Project and or Department Account with sufficient justification attached.
2. This cost transfer tool is specifically for use where at least one of the accounts must be a Sponsored Project, extramurally funded account.

Click here to enter or edit an ABA
ABA Form

Click here to enter or edit an IDT
IDT Form

Click here to enter or edit an CT
CT Form